NDSU | PURCHASING
DIVISION OF FINANCE AND ADMINISTRATION

Purchasing Card Record

Questions about this form? Please call 701-231-7462

Cardholder (Employee)**:** _____

Reporting Period: From: _____ **To:** _____

Date of Purchase	Vendor	Items Purchased	Total of Charge	On Statement?
		Total:		

JP Morgan Statement Included? ◯ **Yes** ◯ **No**

All Receipts Included? ◯ **Yes** ◯ **No** *If any receipts are missing, contact the University Administrator.*

_____ _____
Cardholder Signature Date

_____ _____
Department Administrator Signature Date

Please print this form.

Route this form to :
Purchasing Department
Old Main 17
Phone (701) 231-7462